



Mark C. Poloncarz
Erie County Executive

Cultural Advisory Board
2013 Application for Erie County Funding

2013 Erie County Cultural Funding Application

INSTRUCTIONS:

Please review the Eligibility Requirements below. If your organization meets these requirements, complete this application and submit **four (4) copies** of it with the required attachments and your responses to the Essay Questions no later than **5:00 p.m. on July 6, 2012**. The application should be sent by mail or hand delivered to:

Erie County Department of Environment & Planning
Attn: Joan Braciak
10th Floor, Erie County Rath Building
95 Franklin Street
Buffalo, NY 14202

Please note that late and/or incomplete applications will NOT be considered for funding.

ELIGIBILITY REQUIREMENTS:

Capital funding requests are **NOT** eligible. To be eligible for Erie County Funding your organization must:

- ✓ Be located and provide services in Erie County; **AND**
- ✓ Be a 501 (c) (3) organization with tax-exempt status prior to July 2009; **AND**
- ✓ Have a Data Profile in the Cultural Data Project (CDP) or have been granted a one-time only waiver from the County's Department of Environment and Planning (DEP) in which you agree to provide additional documents (see section on NON-CDP PARTICIPANTS below); **AND**
- ✓ Have a board-approved strategic plan; **AND**
- ✓ Meet **ONE** of the following definitions of a Cultural Organization:
 - An organization that operates on a countywide or recognizable community level, which by the nature of its cultural activities and/or collections, is unique, distinctive and of significant quality; **OR**
 - An organization that provides visitors with access to programs and displays of the performing, visual, literary and media arts, and/or to exhibits and collections, which preserve and interpret our cultural, natural and scientific heritage; **OR**
 - An organization that particularly serves the cultural needs of significant segments of the County population, thereby contributing to the quality of life in Buffalo and Erie County.

ATTACHMENTS:

Please attach the following documents to your 2013 funding application:

- A. IRS 501 (c) (3) determination letter with effective date on or before July 2009;
- B. Bylaws;
- C. List of all current board members;
- D. 2013 Proposed Operating Budget;
- E. 2013 Proposed Cash Flow Statement;
- F. 2014 Projected Operating Budget;
- G. Capital Budget (if applicable);

- H. A copy of your most recent 990 **OR** proof of your most recent 990-N filing;
- I. Board Approved Strategic Plan;
- J. Most recently filed NYS Annual Filing for Charitable Organizations and all supplementary schedules;
- K. CDP Funder Report containing your two most recently completed fiscal years. If you do not participate in the CDP, please request a waiver and attach the required additional documents as outlined above.

NON-CDP PARTICIPANTS ONLY:

If you have not created any Data Profiles in the CDP, you may request a **one-time only** waiver from Erie County. To do so, please email your waiver request to Joan Braciak in Erie County DEP at joan.braciak@erie.gov. Note that if the waiver is granted, your organization **will be required** to submit the following **additional** documents with your 2013 Erie County Funding Application:

- Two most recent financial statements (audited or unaudited);
- Cash flow financial statements for 2012;
- Balance sheet showing assets and liabilities;

Note: If you have a Data Profile with the CDP, it is **NOT** necessary to submit the above documents.

SUNSHINE PROVISION:

Please be advised that any information you provide may be subject to public discussion as well as disclosure pursuant to New York State Public Officers Law.

NAME OF APPLICANT: _____

IRS FEDERAL TAX ID #: _____

AMOUNT REQUESTED: _____

PURPOSE OF REQUEST: _____

1. Legal Name of Applicant Organization:	
• Mailing Address:	
• Phone:	
• Website:	
• Authorizing Official/Board Chair:	
• CEO/Executive Director:	
2. Contact Person for this Grant:	
• Title:	
• Phone:	
• Email Address:	

ESSAY QUESTIONS

Attach your response to the following essay questions. Each response is limited to 2000 characters per question.

I. Organization

1. Describe your organization and how it was established.
2. Articulate your organization's mission and cultural vision.
3. Describe your programs and/or services in the coming year and how they help your organization to realize your mission and cultural vision.
4. Please describe your organization in terms of local, regional, national and/or international significance.

II. Planning/Evaluation

1. Outline your organization's approach to institutional planning, highlighting the roles of staff and board.
2. Describe your biggest challenges and your plan to address them.
3. Articulate how your organization evaluates its programs, services, and/or other organizational initiatives.

III. Governance and Staffing

1. Describe your board in detail including committee structure, diversity, meeting schedule, and approach to staff and fiscal oversight.
2. Provide the number of paid staff and detail any recent significant changes in key staff positions.

IV. Population Served/Marketing

1. Describe the audiences and communities served by your organization.
2. Detail efforts being taken to cultivate and broaden your constituency, especially efforts to reach underserved audiences.
3. Quantify your attendance for the last three years. What is your attendance goal for 2013 and what are your marketing strategies to reach it?